



**CULTURE AND ARTS COMMISSION
AGENDA**

Thursday, September 19, 2019 • 6:30 p.m. • San Bruno City Hall, 567 El Camino Real, Room 115

WELCOME TO OUR COMMISSION MEETING

If you wish to speak on an item under discussion by the Commission and appearing on the agenda, you may do so upon receiving recognition from the Commission Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC COMMENT. Please state your name and address; if you are representing an organization, please state the name of the organization. In compliance with American Disabilities Act, individuals requiring accommodations for this meeting should notify us 48 hours prior to meeting (616-7180).

Please note: Commission policy allows a maximum of three (3) minutes for individual comments.

1. **CALL TO ORDER/ROLL CALL:** Chair Pamela Gamble, Vice Chair Melissa Rohlf, Jeanne George, Pamela Madden, Janet Monaghan, Judith Puccini, Melodie Tobin.
2. **PLEDGE OF ALLEGIANCE:**
3. **REVIEW OF AGENDA:**
4. **ACCEPTANCE OF THE MINUTES:** July 18, 2019
5. **CONSENT CALENDAR:**
6. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
7. **UNFINISHED BUSINESS:**
8. **NEW BUSINESS:**
 - a. Re-consideration of Locations for Phase Two of Traffic Signal Controller Boxes
 - b. Shakespeare in the Park Marketing Plan
 - c. Content of 2018/19 Annual Report to City Council
9. **ITEMS FROM COMMISSION MEMBERS:**
10. **ITEMS FROM STAFF:**
 - a. Movies in the Park Update (Oral)
 - b. Community Services Events (Oral)
 - c. Moment of Silence in Remembrance of Bardi Rosman Koodrin
11. **ADJOURNMENT**

The next Regular Culture and Arts Commission Meeting will be held on Thursday, October 17, 2019 at 6:30 p.m. at City Hall, 567 El Camino Real, Room 115, San Bruno.



MEETING MINUTES

Culture and Arts Commission July 18, 2019

1. **CALL TO ORDER/ROLL CALL:** **Vice-Chair Rohlfs** called the meeting of the Culture and Arts Commission to order at 6:32 p.m. Commissioners Present: Chair Pamela Gamble (arrived late), Vice Chair Melissa Rohlfs, Pamela Madden, Janet Monaghan, Judith Puccini, and Melodie Tobin. Excused Absence: Jeanne George. Staff Present: Joanne Magrini and Tim Wallace.
2. **PLEDGE OF ALLEGIANCE:** **Vice-Chair Rohlfs** led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **ACCEPTANCE OF MINUTES:** **MSC Tobin/Madden.** Accepted 5-0-2.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **UNFINISHED BUSINESS:**
 - a. Announcement of winning artists for 2019-2020 Community Art Gallery program. Winning artists are Shriya Jayanthi, Ellen Silva, and Eleanor Somoza.
8. **NEW BUSINESS:**
 - a. Movies in the Park Voting Result and Commission Selection of 2019 Movies – Movies will be Captain Marvel, Ralph Breaks the Internet, Mary Poppins Returns, and Bumblebee. **MSC Tobin/Monaghan** 5-0-2.
 - b. Movies in the Park Marketing Plan
Superintendent Wallace stated Movies in the Park will be advertised on Facebook, Instagram, City's website, Nextdoor, Patch, Daily Journal, marquee, and bulletin boards. Commissions offered to pass out fliers at different sections and locations.
 - c. Potential Improvements to Library Public Art Space
Vice-Chair Rohlfs proposed creating a sub-committee to come up with a plan to enhance the Library's Public Art Space. Sub-committee will be Rohlfs and Monaghan.
 - d. Cancellation of August Meeting – **MSC Tobin/Madden.** Accepted 6-0-1.
9. **ITEMS FROM COMMISSION MEMBER:**

10. **ITEMS FROM STAFF:**

- a. Community Services Summer Events (Oral)

Director Magrini and Superintendent Wallace announced upcoming events for August and September.

11. **ADJOURNMENT:** With no other business to be conducted, **Vice-Chair Rohlfs** adjourned the meeting at 7:20 p.m.



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: September 19, 2019
TO: Culture and Arts Commission
FROM: Tim Wallace, Community Services Superintendent
SUBJECT: Reconsideration of Locations for Phase Two of Traffic Signal Controller Boxes

BACKGROUND:

The Commission and staff have been working toward applying art to a group of six traffic signal controller boxes around San Bruno that were selected by the Commission. The Commission and staff moved forward on the project with the belief that three of the six boxes were owned by the City of San Bruno and three boxes were owned by Caltrans.

The process of receiving approval to apply art to Caltrans owned boxes is significantly more complicated than applying art to City owned boxes. With this in mind it was decided in January 2019 to split the project into two phases. Phase one would include the application of art to the three City owned boxes, while phase two would address the Caltrans boxes.

The Commission received approval from City Council at the Council's March 12, 2019 meeting to proceed with this two-phase plan.

Work on phase one, the City owned boxes, is currently under way. It is anticipated that phase one will be completed in mid-October. Work will commence on phase two once phase one is complete.

In the months since receiving approval to move forward with the two-phase plan, staff has discovered that one box that was previously believed to be owned by Caltrans is, in fact, owned by the City. This box, located at Sharp Park Road and Pacific Heights Boulevard, and designated the theme "Education," will remain part of phase two.

DISCUSSION:

The two Caltrans boxes that remain part of the project are located at I-380 & El Camino Real and Sneath Lane & El Camino Real. They have been designated the themes Mission Bell and Patriotism, respectively.



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

As mentioned above, the Caltrans permitting process is time-consuming and complex. The process includes the following:

- Submittal of complete transportation art application and proposal
- Submittal of Local agency/artist agreement for review to ensure compliance with Caltrans Transportation Art Program Guide and Artist Copyright Assignment Transfer Agreement
- Submittal of complete Artist Copyright Assignment Transfer Agreement
- Completion of Transportation Art Maintenance Agreement
- District Transportation Art Committee (DTAC) concurrence approval
- Once all of these documents and conditions are met, then the City will be cleared to apply for an encroachment permit

Considering the complexity of the Caltrans process, staff recommends the Commission replace the two Caltrans boxes with two City boxes.

Staff researched the locations of the City of San Bruno owned boxes and toured the city to inspect these boxes. It was found that some boxes are not particularly visible to passing traffic, while others are too small to stand out, and finally others are located too near the boxes that will be completed in phase one.

After completing its research staff recommends the Commission select the traffic signal controller box at the intersection of Huntington Avenue and San Mateo Avenue as its Patriotism box. This box is located at a busy intersection in downtown San Bruno and is a significant distance from any other box that is part of this project.

In addition, this box is very rectangular with fewer nooks and crannies that exist as part of the other boxes in the project. This is significant because the design of the Patriotism artwork includes a poem that will extend around the box several times. A box with many nooks and crannies would make reading this poem much more difficult.

Staff also recommends, based on its research, the Commission select for the Mission Bell theme either the box located at Huntington Avenue & Tanforan parking garage or the box located at Sneath Lane & Seabiscuit Avenue (between Tanforan and Towne Center). Both of these boxes are located at busy intersections and are highly visible.

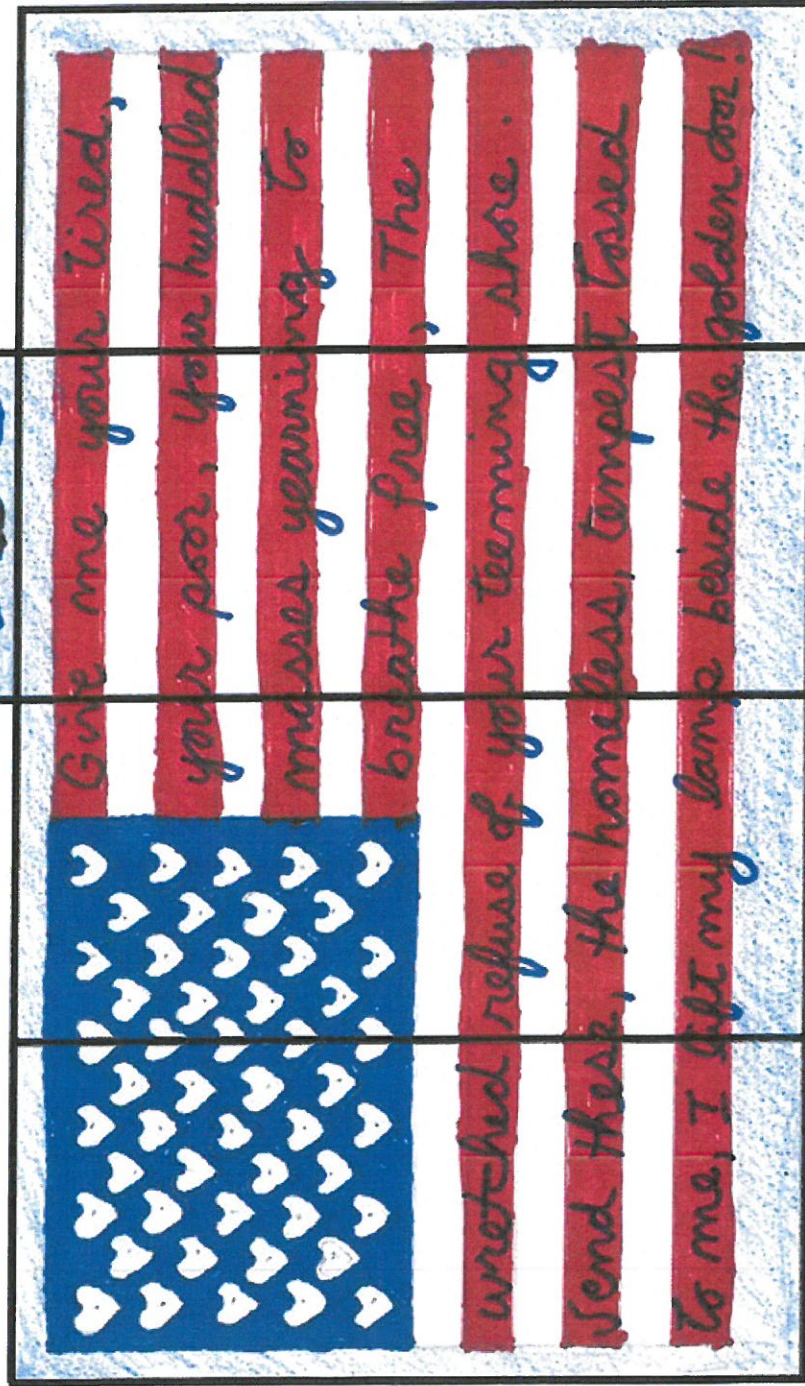
FISCAL IMPACT:

None.

ATTACHMENTS:

Photo of proposed box and intersection where it is located.
Patriotism design and Mission Bell design.

TOP



SIDE 1

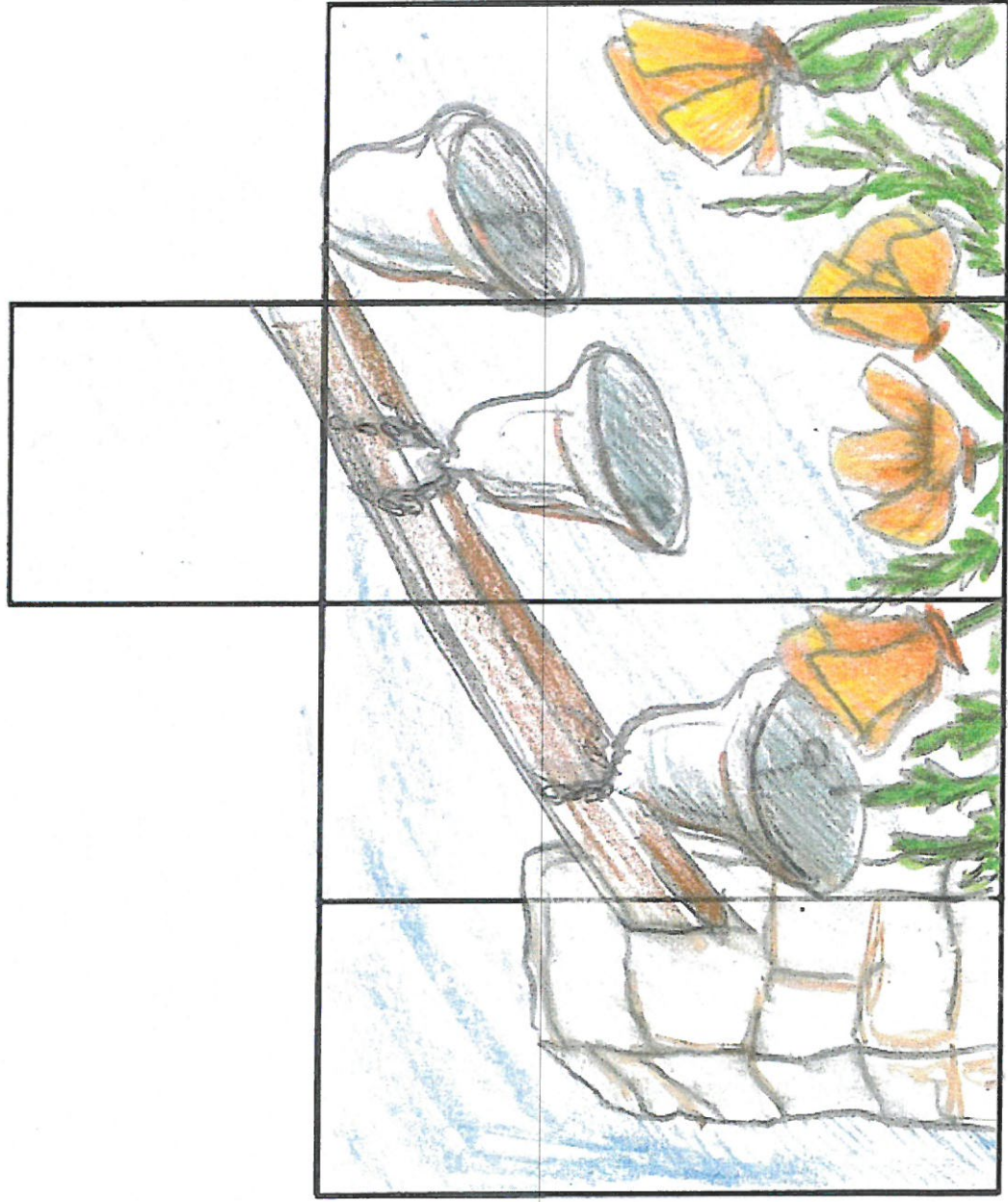
SIDE 2

SIDE 3

SIDE 4



TOP



Golden Bells
Traditional Mission
Bell post surrounded
by bright California
poppies.

SIDE 1

SIDE 2

SIDE 3

SIDE 4







CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: September 19, 2019
TO: Culture and Arts Commission
FROM: Tim Wallace, Community Services Superintendent
SUBJECT: Marketing Plan for Shakespeare-in-the-Park

BACKGROUND:

Each year the Commission sponsors Shakespeare-in-the-Park, whereby a Shakespeare play is performed in the Rotary Pavilion at City Park by members of The San Francisco Shakespeare Festival. This year's performance will be Macbeth and will take place on Sunday, October 27 at 2 p.m.

DISCUSSION:

Attendance for this event varies significantly from year to year. The last two year's attendance has been higher than average, with about 75 people attending each year. In order to keep attendance high the Commission will ensure that the community is aware of the event through the development of a marketing plan.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: September 19, 2019
TO: Culture and Arts Commission
FROM: Tim Wallace, Community Services Superintendent
SUBJECT: Input from Commissioners on Content of 2018/19 Annual Report to City Council

BACKGROUND:

Every October the Commission presents its annual report to the City Council. The report includes the Commission's accomplishments over the past 12 months as well as its goals for the following 12 months. The Commission is scheduled to present its annual report to the City Council on Tuesday, October 22.

DISCUSSION:

Staff is seeking the input of Commissioners regarding the Commission's accomplishments during the past 12 months and its goals for the next 12 months. These accomplishments and goals will be included as part of the annual report to Council.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.